

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include manning the fire station on an assigned shift in order to respond to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinates. The Fire Captain supervises the activities of paid and volunteer personnel, both at the station and at the scene of an emergency. Employees of this class receive only general instructions from either the Assistant Fire Chief or Fire Chief who direct and review work of this class. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Briefs incoming Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift activity.

Answers fire alarms, records pertinent information, and supervises the driving of fire apparatus, making sure the Operator follows all rules and regulations. Communicates with Dispatcher from fire scene. Assumes command until relieved by a superior officer. Oversees emergency scene operations, such as size-up, search and rescue, forcible entry, nozzle and hose handling, ventilation, salvage and overhaul, and emergency medical care.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; and assists arson investigation personnel.

Supervises employees by conducting employee performance evaluations and discusses work performance with subordinates; discusses performance of subordinates with superiors. Provides

assistance to subordinates in technical areas of work. Inspects the appearance of assigned equipment and subordinate personnel. Provides informal or "on-the-job" training for new employees.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must be a regular and permanent employee in the class of Fire Operator immediately preceding the closing date for application to the board.

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